



Approved For Release 2002/06/04 : CIA-RDP78-03527A000400210021-6

U. S. NAVAL ORDNANCE LABORATORY
WHITE OAK

SILVER SPRING, MARYLAND

IN REPLY REFER TO:

U. S. NAVAL RESERVE ORDNANCE COMPANY 5-11

17 August 1959

STATINTL

STATINTL

[Redacted]
Orientation Officer
Central Intelligence Agency
2430 E Street, N. W.
Washington, D. C.

[Redacted]

Document No. _____
Review of this document by CIA has
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☒ CIA has no objection to declass
☐ It contains information of CIA
interest that must remain
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Authority: H
☐ It contains nothing
Date 6-7-81 Rev

STATINTL

May I express our appreciation of your acceptance of our invitation to speak to the Naval Reserve Ordnance Company 5-11 on Thursday, 29 October 1959, on "The Orientation and Functions of the CIA".

I would like to give you a little background information on our Company and its meetings which may be of assistance in the preparation of your presentation.

The Company consists of approximately fifty Naval Reserve Officers, most of whom are ordnance specialists with technical education backgrounds. All of the members of this Company are cleared for secret material.

Meetings are held in the main auditorium of the Naval Ordnance Laboratory and are attended by 35 to 40 officers. The talks usually begin at 1700 and the question period usually ends about 1830. The group gathers in the foyer of the auditorium after work for coffee prior to the meeting to afford an opportunity for the members to meet the speaker informally.

The Naval Ordnance Laboratory is located on New Hampshire Avenue extended, approximately four miles north of University Boulevard and six miles from the District Line. Route 29 intersects New Hampshire Avenue just north of the Laboratory. NOL personnel start to leave the building at 1630. Although the main traffic flow is away from the building, it is advisable to arrive shortly before 1630 to avoid congestion.

Parking spaces for visitors are available in front of the Administration Building. You will be met at the door of the Administration Building and escorted to the Auditorium.

Facilities and operators for 16 and 35 mm sound films are available as are a Vu-graph and blackboard. Slide projectors and an operator for standard, 35 mm, and continental slides can be provided. A lectern and microphones are usually placed on the main floor in front of the stage but are available on the stage as well.

I will contact you about 15 October 1959 to answer any questions you may have and to ascertain what auditorium facilities you will require for your presentation. If I can be of any assistance to you, please contact me at the Naval Ordnance Laboratory, HEMlock 4-7100, extension 8464, at your convenience. If you are unable to contact me you may call the Training Officer, Mr. D. C. Lane, on extension 424.

I shall be looking forward to meeting you at our meeting in October.

Sincerely yours,



D. BIERSDORF
Assistant Training Officer